



Legal Aid Intern/Externship Position

The Legal Aid program at Hugh Lane Wellness Foundation provides direct services to low-income, LGBTQ+/HIV+ clients from Southwestern PA. We focus on civil law issues, including identity document support (name and gender marker changes), landlord/tenant issues, public benefits assistance, and expungements. We also offer assistance finding referrals, navigating social support resources, and filing pro se. There may also be opportunities for legal advocacy and public clinics.

This is a small, newly formed program that will offer Legal Aid Interns plenty of hands-on experience practicing public interest law in a nonprofit setting with direct attorney supervision. Externs with school credit requirements will be accommodated. Multilingual applicants and applicants who are representative of our client demographics are encouraged to apply.

Interns Will Be Expected To

- Be on time and prompt with communications and deadlines
- Meet for weekly check-ins to ask questions, discuss difficulties, and brainstorm solutions
- Ask for help when needed
- Submit all work product to supervising attorney for review
- Follow the Model Rules of Professional Conduct

Onboarding Will Include Training in

- Office policies
- Sexual orientation and gender identity (SOGI) terminology
- Intake procedure
- Data management
- Interview skills
- Program practice areas

Develop Skills In

- Case management
- Client communication
- Legal research and drafting

- Networking with Hugh Lane Wellness Foundation's nonprofit and community partners

The Ideal Candidate Will:

- Have experience in civil and administrative law
- Be able to demonstrate competency in our core practice areas
- Have an understanding of gender, sexuality, and health disparities impacting LGBTQ+ communities
- Have an understanding of racism at the systemic and individual level and be able to implement anti-racist practices in their work
- Work effectively both individually and as part of a team
- Build relationships with community groups and organizations
- Encourage and motivate LGBTQ+ and HIV positive community members to engage in needed care or support services

While this position is unpaid, we encourage and support applicants interested in pursuing longer term funding in the form of grants, scholarships, and fellowships. To apply, send a cover letter, resume, and unofficial transcript to nick@hughlane.org.

The Hugh Lane Wellness Foundation is an Equal Opportunity Employer and is committed to recruiting, hiring, supporting, and promoting a diverse workforce. We believe that differences in the intersections of identities will lead to a stronger, more innovative team, producing effective results for the communities we serve. We strongly encourage individuals with diverse backgrounds to apply.

*While we are required to procure clearances prior to an offer of employment for all staff, involvement with the criminal legal system that disproportionately impacts Black people, People of Color, and LGBTQ+ communities is not an automatic reason for disqualification. There are two instances of disqualification: a person who is registered or required to be registered on a sex offender registry or a person who has been convicted of murder.